

2453.000

CONTRACTOR EMPLOYEE TRAVEL (FEB 1987)

(a) In the event that travel is required by this contract, the Contractor shall, to the maximum extent practical, utilize the travel discounts offered to Federal travelers, through use of contracted airline discount air fares, hotel and motel lodging rates, and car rental companies, which are available to contractor employees performing official Government contract business. Vendors providing these services may require that the contractor employee traveling on Government business be furnished with a letter of identification signed by the Contracting Officer.

(b) The Contractor shall provide the Contracting Officer with the names of those individuals who are required to travel per the contract terms. The Contracting Officer shall provide the Contractor with an identification letter for presentation to the participating vendors.

(c) The Contractor shall bill the Government for the actual costs incurred for travel in accordance with FAR 31.205-46, ensuring that other savings achieved through the use of any discount fares accrue to the Government.

(End of clause)

PART 2453—FORMS

Sec.

2453.000 Scope of part.

Subpart 2453.2—Prescription of Forms

2453.213 Small purchases and other simplified purchase procedures.

2453.213-70 HUD Form 24007, Purchase/Delivery Order Data File.

2453.213-71 HUD Form 2452, Purchase Order and Payment Authorization.

2453.215 Contracting by negotiation.

2453.215-70 HUD Form 4056, Abstract of Proposals.

2453.217 Special contracting methods.

2453.217-70 HUD Form 730, Award/Modification of Interagency Agreement.

2453.227 Patents, data, and copyrights.

2453.227-70 HUD Form 770, Report of Inventions and Subcontracts.

2453.237-70 HUD Form 24002, GTR Performance Assessment (Final).

2453.242 Contract administration.

2453.242-70 HUD Form 441.1, Project Management System Baseline Plan.

2453.242-71 HUD Form 661.1, Project Management System Progress Report.

2453.246 Quality Assurance.

2453.246-70 HUD Form 9519, Acquired Property Inspection Report.

AUTHORITY: 40 U.S.C. 486(c); 42 U.S.C. 3535(d).

48 CFR Ch. 24 (10-1-97 Edition)

SOURCE: 53 FR 46543, Nov. 17, 1988, unless otherwise noted.

2453.000 Scope of part.

This part prescribes Agency forms for use in acquisition and contains requirements and information generally applicable to the forms.

Subpart 2453.2—Prescription of Forms

2453.213 Small purchases and other simplified purchase procedures.

2453.213-70 HUD Form 24007, Purchase/Delivery Order Data File.

As prescribed in 2413.107(a)(4), HUD Form 24007 may be used by the Contracting Officer to record all relevant data pertaining to a small purchase, including recording written and oral quotations received and documenting orders against GSA contracts.

2453.213-71 HUD Form 2542, Purchase Order and Payment Authorization.

As prescribed in 2413.505-2(b), Contracting Officers may use HUD Form 2542 for small purchases charged to the FHA Fund.

[60 FR 46159, Sept. 5, 1995]

2453.215 Contracting by negotiation.

2453.215-70 HUD Form 4056, Abstract of Proposals.

As prescribed in 2415.411-70, HUD Form 4056 may be used by the Contracting Officer to record the names and addresses of offerors whose proposals are received before the stated deadline.

2453.217 Special contracting methods.

2453.217-70 HUD Form 730, Award/Modification of Interagency Agreement.

As prescribed in 2417.504(b), HUD Form 730 shall be used by Contracting Officers when placing or modifying an order for supplies or services from another Government agency.

2453.227 Patents, data, and copyrights.

2453.227-70 HUD Form 770, Report of Inventions and Subcontracts.

As prescribed in 2427.305-2, HUD Form 770 shall be completed by the Contractor, and submitted to the Contracting Officer, if requested, upon completion of the contract.

2453.237-70 HUD Form 24002, GTR Performance Assessment (Final).

As prescribed in 2437.205, Government Technical Representatives shall use HUD Form 24002 to document the contractor's performance and the utility of products or services delivered. This form may also be used for other contracts.

[60 FR 46159, Sept. 5, 1995]

2453.242 Contract administration.

2453.242-70 HUD Form 441.1, Project Management System Baseline Plan.

As prescribed in 2442.1106(a), HUD Form 441.1 shall be used in contract for professional or technical services exceeding \$100,000.00 by Contractors to show how they propose to carry out the

contract work. The requirement may be waived by the Contracting Officer if he or she believes that the Statement of Work or Contractor's technical proposal is sufficiently specific or another acceptable means for project management is substituted.

2453.242-71 HUD Form 661.1, Project Management System Progress Report.

As prescribed in 2442.1106(a), HUD Form 661.1 shall be used in conjunction with the HUD Form 441.1 to monitor quantitative progress against the baseline plan. The 661.1 need not be used if use of HUD Form 441.1 has been waived by the Contracting Officer; however, some acceptable means of progress reporting must be substituted.

2453.246 Quality Assurance.

2453.246-70 HUD Form 9519, Acquired Property Inspection Report.

As prescribed in 2446.6, HUD Form 9519 shall be used to document inspection and acceptance for work performed on properties under the Acquired Property Program.